



United States Department of the Interior
NATIONAL PARK SERVICE

Katmai National Park and Preserve
P.O. Box 7
King Salmon, AK 99613

RECRUITMENT BULLETIN: **KATM-14-03**

ISSUE DATE: January 8, 2014

CLOSING DATE: January 22, 2014

JOBS AVAILABLE THROUGH THE ALASKA LOCAL HIRE PROGRAM

Katmai National Park and Preserve is accepting applications for temporary WG-5 Maintenance Worker positions for the 2014 field season (approximately mid-April 2014 through mid-October 2014). Multiple positions may be filled.

POSITION

Maintenance Worker, WG-4749-05

\$23.63 per hour

DUTY LOCATION

Brooks Camp, AK *

** **Please note:** Maintenance Worker WG-5 positions are also being hired at King Salmon. The positions at King Salmon are being advertised through a different recruitment bulletin (KATM-14-07). You must apply separately for each duty location that you wish to be considered for. To ensure accurate referral, the applicable recruitment bulletin number (identified on the top right on the first page of the bulletin) must be clearly identified in your application package. Copies of all current recruitment bulletins can be obtained from the National Park Service office at King Salmon.*

APPOINTMENT INFORMATION: Full-time, temporary not-to-exceed 1039 hours.

BENEFITS: Paid holidays, leave (for appointments that last more than 90 days), possible re-hire in future summers.

DUTIES:

Performs non-supervisory work involved in the maintenance and repair of grounds, exterior structures, buildings, and related utilities, requiring the use of a variety of trade practices associated with occupations such as carpentry, plumbing, electrical, cement work, painting and other related trades. Performs general warehousing duties and operates light vehicle/equipment.

Performs simple and routine maintenance and repair of grounds, exterior structures, buildings, equipment and related utilities, such as:

- Makes minor carpentry and plumbing repairs using simple measure and hand tools;
- Assists electrician in simple tasks such as pulling wire;
- Performs warehouse duties such as storing, retrieving and inventorying items;
- Performs routine maintenance on campground sites and trails using hand tools to regrade and reset barriers to restore areas to original appearances. Collects trash.
- Operates light trucks to pick up supplies and to transport materials to and from work sites while assisting on project work.
- Cleans and services chemical toilets, restrooms, and other campground or visitor facilities. Make minor repairs as needed and refers problems to higher graded workers.
- Operates a forklift to load and unload supplies and light equipment not requiring special rigging. Loads less than 10,000 lbs. or 168 in. high.
- Understands and follows all safety protocols while working and assisting on projects.

WHO CAN APPLY: Any U.S. citizen who has acquired special knowledge or expertise regarding the natural or cultural resources of Katmai National Park and Preserve, by reason of having either lived or worked in or near the park. This level of knowledge would be acquired by having lived or worked in or near the park for at least 12 months, to include all four seasons. Short seasonal residency is not qualifying as this would not provide the level of knowledge or expertise that is gained through experiencing the range of climactic conditions and associated impacts on the resources.

Area considered "near" Katmai National Park are: Federal Subsistence Areas of Unit 17C, as well as Unit 9A, 9B, 9C, and 9E, to include the communities of Naknek, King Salmon, Dillingham, Clarks Point, Ekwok, South Naknek, Koliganek, Port Alsworth, Nondalton, Pedro Bay, Iliamna, Newhalen, Kokhanok, Igiugig, Levelock, Egegik, Pilot Point, Ugashik, Port Heiden, Chignik, Chignik Lagoon, Chignik Lake, Perryville, and Ivanof Bay.

QUALIFICATION REQUIREMENTS: Applicants must demonstrate experience in at least two of the trades described in the duties. Qualifications will be determined by evaluating experience and education as described in the resume, particularly in the Knowledge, Skills, and Abilities listed below. All qualification requirements must be met by the closing date of this job posting.

KNOWLEDGE, SKILLS, AND ABILITIES:

The answers to the following questions will help us to evaluate your qualifications to perform the duties of this position. Please note that only qualified applicants will be referred. It is important to provide detailed information about your experience, particularly in the following Knowledge, Skills and Abilities (KSAs). Describe experience (paid or unpaid), education, training, awards and self-development that show your level of experience related to each KSA.

1. Knowledge of simple and common trade practices.
2. Ability to make simple measurements using tape measure and square.
3. Ability to use simple hand tools such as hammer, saw, brush and roller, screwdriver, wrench, electric drill/saw and other power tools in a safe and acceptable manner.
4. Ability to operate light vehicles and equipment such as pick-up truck and fork lift.
5. Ability to understand and follow simple oral and written instructions while adhering to proper safety protocols.

CONDITIONS OF EMPLOYMENT:

- Favorable suitability background investigation. Results of the investigation must be adjudicated **prior** to employment.
- Federal employees are required to utilize Direct Deposit (EFT), for their Federal Salary checks.
- Wearing of the NPS uniform is required. A uniform allotment will be provided to assist with costs.
- These positions may work a variety of schedules, which may include evening and/or weekend work.
- Work is often performed outdoors and often under adverse weather conditions.
- Work requires frequent bending, lifting, stooping, walking, standing, climbing, and working in cramped positions.
- Valid state driver's license is required.
- Drug testing is required.
- Opportunities for overtime may be available based on current work load requirements.
- Shared housing is provided at reasonable rent rates. There are no other housing options at this duty station. Employees are expected to be able to live in close proximity and get along with people of diverse backgrounds and ideas. Pets are not allowed at Government housing.
- Brooks Camp is a remote duty station with limited internet access, limited mail delivery, and no telephone access. There are no grocery facilities at the duty station food and supplies must be brought with you.

VETERAN'S PREFERENCE: All applicants claiming Veterans Preference MUST submit a copy of their DD-214, Military Discharge". In addition, those claiming 10-point veteran's preference MUST submit a copy of an SF-15, "Claim for 10 Points Veterans Preference", and the verifying documentation listed on the back of the SF-15 such as a copy of the latest Veterans Administration disability certification. To obtain further information about veteran's preference, refer to www.opm.gov/veterans/html/vetguide. You will not receive veteran's preference if you do not provide this documentation.

HOW TO APPLY:

PLEASE READ THE FOLLOWING INSTRUCTIONS CAREFULLY! Incomplete applications may result in non-referral of your application. Assistance and forms may be obtained from the park office at the address above or by calling 907-246-2133. **The SF-15 may be obtained through the Internet at www.opm.gov/forms.**

All applications must be postmarked or received in this office by the closing date of the announcement. If your application package is postmarked on the closing date it must be received in this office no later than 7 calendar days after the closing date. Hand delivered applications must be received by close of business on the closing date.

Mail or deliver the following required forms to Park Headquarters, Katmai National Park and Preserve P.O. Box 7, King Salmon, AK 99613:

- Resume that provides detailed information about your work experience. Also include the dates worked (for example, June 2009 through August 2010), work schedule (for example, 40 hours per week); the position title; and employer name for each period of employment.
- Answers to the Supplemental Eligibility Questionnaire*
- Completed Eligibility Questionnaire *
- DD-214 if claiming points Veteran's Preference (must show type of discharge, member 4 copy preferred). If claiming 10 points Veteran's Preference, also include the SF-15 and verification documents described on the back of the SF-15.
- Although not required you are encouraged to submit the attached "Applicant Background Survey" (DI-1935) * with your application. Please ensure that it is the last page of your application package, as it is removed from your application before it is forwarded to the selecting official.

** Attached to this announcement, or can be obtained from the park office.*

It is the applicant's responsibility to provide documentation/proof of claimed status veterans preference, qualifications, and education. Applicants will not be solicited for further data if that provided is found to be inadequate, illegible, or incomplete.

Application materials will not be returned, therefore do not submit original documents that you may need in the future, or extra materials such as letters of recommendation, photographs, or award certificates.

We do not accept faxed or electronic resumes or applications, or applications mailed in postage paid government envelopes or through an internal government mail system.

If you make a false statement in any part of your application you may not be hired or you may be fired after you begin work; or you may be subject to fines, imprisonment or other disciplinary action.

Reasonable Accommodations: The agency provides reasonable accommodations to applicants with disabilities where appropriate. If you need a reasonable accommodation for any part of the application and hiring process, please notify the park office listed on this announcement. Determinations on requests for reasonable accommodations will be made on a case-by-case basis.

Privacy Act Information The application you submit for this position contains information subject to the privacy act of 1974 (PL-93-579, 4 USC 552a). We are required to provide you with information regarding our authority and purpose for collecting this data, the routine uses which will be made of it and the effects, if any, of non-disclosure. You are entitled to the same information as it pertains to disclosure of your social security number. Any questions you may have regarding the Privacy Act regulations and the rights it extends can be answered by contacting the park office.

Equal Employment Opportunity Appointments are made without regard to race, color, age, sex, sexual orientation, religion, political affiliation, national origin, marital status, non-disqualifying handicap condition or any non-merit factor.

LOCAL HIRE APPLICANT ELIGIBILITY QUESTIONNAIRE
Maintenance Worker, WG-4749-05
KATM-14-03

This eligibility questionnaire must be submitted with your application package or you will not be considered. Please answer the following questions.

Your Name: _____

Eligibility Questions

1. How long have you lived or worked in the vicinity of Katmai National Park and Preserve?
 - a. Less than 12 months
 - b. 12 months or more
 - c. I have not lived or worked in or near the park
2. What time of year have you lived or worked in or near Katmai National Park and Preserve? (check all that apply)
 - a. during all or part of December through February
 - b. during all or part of March through May
 - c. during all or part of June through August
 - d. during all or part of September through November
 - e. I live (or have lived) in or near the park on a year around basis.
3. List your physical address(es) while living in the vicinity of Katmai National Park and Preserve, and approximately when you lived there (month & year, for example Oct 2001 to September 2005)

4. Do you have knowledge, by virtue of living in this area, of one or more of the items listed below (circle all that apply)?
 - a. Community history such as: specific dates, important events, seasonal observations, customs, etc.
 - b. Geographic features and/or unique land markers such as: mountain or river locations, types of landscapes, or other
 - c. Wildlife (including identification of): mammals, birds, big game, fish, or other animals specific to the area.
 - d. General knowledge of safety precautions, weather conditions, recreation options, and important information knowledgeable to the local community.
 - e. Supplies and logistics needed for field camping including area-specific needs or that incorporate challenges or safety aspects specific to the area.
 - f. Other unique information not listed above that shows familiarity with the full range of typical conditions that affect the work to be accomplished. Describe here (use additional paper if needed):

 - g. I do not have knowledge or experience as listed above.
5. How did you obtain your knowledge of the Katmai National Park and Preserve (circle all that apply)?
 - a. Personal knowledge such as: fishing, hunting, camping, hiking, etc.
 - b. Professional: obtained through work (this work, and the date and year worked, must be cited in your resume)
 - c. Official training: high school class, college course
 - d. Other resource used to obtain knowledge that is not listed above (you may be asked to elaborate later).
 - e. I do not have the knowledge listed above.

Applicant Certification:

I certify that the statements made on this application are true, correct and complete to the best of my knowledge. I understand that the information I provide may be verified and that I will not be considered if it is found to be inaccurate.

Applicant signature

Date

Supplemental Experience Questionnaire

Maintenance Worker, WG-4749-05

For each of the following, circle the letter (A, B, C, or D) which best describes your level of skill. Skill levels are defined as:

- A. I have had little or no on-the-job experience.
- B. I am able to do simple jobs without assistance and routine jobs with assistance.
- C. I am able to do routine jobs on my own initiative without supervision or special advice.
- D. I have extensive knowledge and experiences for difficult jobs and I am able to give technical instructions to other workers.

Procedure:

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|---|---|---|---|---|
| Install lighting fixtures (fluorescent) | A | B | C | D |
| Bend conduit | A | B | C | D |
| Install switches, receptacles | A | B | C | D |
| Rough framing, wood studs | A | B | C | D |
| Roof repair | A | B | C | D |
| Operation of router to apply woodworking detail | A | B | C | D |
| Replace window screen in doors and windows | A | B | C | D |
| Prep surfaces for painting | A | B | C | D |
| Use of latex paints | A | B | C | D |
| Application of drywall | A | B | C | D |
| Repair broken furniture | A | B | C | D |
| Install windows | A | B | C | D |
| Set concrete forms | A | B | C | D |
| Mix concrete | A | B | C | D |

Tools:

| | | | | |
|--|---|---|---|---|
| Drill motor (hand held) | A | B | C | D |
| All Saws | A | B | C | D |
| Hammer Drill | A | B | C | D |
| Grinders | A | B | C | D |
| Drill press | A | B | C | D |
| Conduit benders | A | B | C | D |
| Wire cutters/strippers | A | B | C | D |
| Volt/ohm meters | A | B | C | D |
| Insulated screwdrivers | A | B | C | D |
| Assorted hand held tools (wrenches, hammers, pliers) | A | B | C | D |
| Propane torch | A | B | C | D |
| Taps/dies | A | B | C | D |
| Fish tape | A | B | C | D |
| Drop lights | A | B | C | D |
| Routers | A | B | C | D |
| Power nailers | A | B | C | D |
| Pipe wrenches | A | B | C | D |
| Socket wrenches | A | B | C | D |
| Pipe threader | A | B | C | D |
| Pipe vice | A | B | C | D |
| Metal grinder | A | B | C | D |

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|------------------------------|---|---|---|---|
| Flaring tool | A | B | C | D |
| Electrically operated rooter | A | B | C | D |
| Sheet metal shears | A | B | C | D |
| Carpenter's square | A | B | C | D |
| Carpenter's level | A | B | C | D |
| Torpedo level | A | B | C | D |
| Pipe cutters | A | B | C | D |
| Pipe threader (manual) | A | B | C | D |

Other:

| | | | | |
|--------------------------------|---|---|---|---|
| Install residential appliances | A | B | C | D |
| Install lavatories | A | B | C | D |
| Install air lines | A | B | C | D |
| Install sewer lines | A | B | C | D |
| Clean sewer lines | A | B | C | D |
| Install hot water heaters | A | B | C | D |
| Read A/C pressure gauges | A | B | C | D |
| Conducting roof repairs | A | B | C | D |
| Framing applications | A | B | C | D |
| Repairs of broken windows | A | B | C | D |
| Install/repair locksets | A | B | C | D |
| Repair broken furniture | A | B | C | D |
| Install vinyl flooring | A | B | C | D |
| Install windows | A | B | C | D |

What is your ability to interpret and use blueprints, drawings, and specifications?

- A. I do not have experience in this area.
- B. I have some knowledge and/or skill in this area.
- C. I have knowledge and/or skill in this area and complete these duties on a daily basis.
- D. I have knowledge, skill, and experience in this area as well as train others in this area.

GENERAL INSTRUCTIONS: The information from this survey is used to help ensure that agency personnel practices meet the requirements of Federal law. Your responses are voluntary. Please answer each of the questions to the best of your ability. Read each item thoroughly before completing the appropriate code number in the blank.

| | |
|--|---|
| VACANCY ANNOUNCEMENT NUMBER KATM-14-03 | TODAY'S DATE: (MM/DD/YY) |
| POSITION TITLE Maintenance Worker | SERIES/GRADE WG-4749-05 |
| 1.NAME: (Last, First, MI) | |
| 4. How did you learn about the position or exam you are applying for? Please circle your choice(s). | |
| 01 Private Information Service 02 Magazine 03 Newspaper 04 Radio 05 Television 06 Poster 07 Private Employment Agency 08 State Employment Office | 09 Agency Personnel Office 10 Federal Government recruitment at school/college 11 Federal/State/local job information 12 Religious Organization 13 School/college counselor or official 14 Friend/Relative working in agency 15 Friend/Relative not working in agency 16 Other(specify)_____ |
| 5. Please categorize yourself in terms of race and sex using the definitions below. Indicate in space number 6 the RACE/ETHNIC CODE which indicates the group you identify yourself. Check the appropriate space in number 7 to show your sex. | |
| A - American Indian or Alaskan Native B - Asian or Pacific Islander C - Black, not of Hispanic Origin D - Hispanic E - White, not of Hispanic Origin | 6. RACE/ETHNIC CODE: _____ 7. Check to indicate your sex. Female: _____ Male: _____ |
| 8. Do you have any disabilities? Yes No | |
| PRIVACY ACT INFORMATION This information is provided pursuant to Public Law 93-579 (Privacy Act of 1974), December 31, 1974, for individuals completing Federal records and forms that solicit personal information. <u>AUTHORITY:</u> Sections 1302, 3301, 3304, and 7201 of Title 5 of the U.S. Code. <u>PURPOSE AND ROUTINE USES:</u> The information from this survey is used for research and for a Federal Equal Opportunity recruitment program to help ensure that agency personnel practices meet the requirements of Federal law. <u>EFFECT OF NONDISCLOSURE:</u> Providing this information is voluntary. No individual personnel selections are made based on this information. <u>INFORMATION REGARDING DISCLOSURE OF YOUR SOCIAL SECURITY NUMBER UNDER PUBLIC LAW 93-579, SECTION 7 (b):</u> Solicitation of Social Security Number by the Office of Personnel Management is authorized under provisions of Executive Order 9397, dated November 22, 1943, and is used to relate this form with other records that you file with Federal agencies. | |